

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1730.1B
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23 November 1987

OPNAV INSTRUCTION 1730.1B

From: Chief of Naval Operations
To: All Ships and Stations

Subj: RELIGIOUS MINISTRIES IN THE NAVY

Ref: (a) SECNAVINST 1730.7 (NOTAL)
(b) U.S. Navy Regulations (NAVREGS), 1973
(c) DoD Directive 1304.19 of 1 Jun 84, Nomination of Chaplains for the Military Service (NOTAL)
(d) OPNAVINST 3120.32B
(e) Manual for Courts-Martial, United States 1984, Military Rule of Evidence 503
(f) MILPERSMAN
(g) SECNAVINST 1730.3F
(h) United States Code
(i) SECNAVINST 4651.8K
(j) DoD Directive 1015.1 of 19 Aug 81, Establishment, Management, and Control of Nonappropriated Fund Instrumentalities (NOTAL)
(k) NAVSO P-3520
(l) NAVEDTRA 287-02-45-81
(m) Chief of Chaplains Internal Instruction 7010.1 (NOTAL)
(n) SECNAVINST 1301.4 (NOTAL)
(o) SECNAVINST 1900.10
(p) OPNAVINST 5430.48B (NOTAL)
(q) SECNAVINST 5430.93 (NOTAL)
(r) OPNAVINST 5400.24D

Encl: (1) Command Responsibilities for Religious Ministries
(2) Delivery of Religious Ministries
(3) The Chaplain Corps

1. Purpose. To implement reference (a) and establish policy, responsibilities and procedures for religious ministries in the Navy. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1730.1A.

3. Applicability. This instruction applies to all persons in the Navy who are responsible for the provision, facilitation and support of religious ministries.

4. Background. Throughout its history, the Navy has recognized its responsibility to provide for religious ministries to meet the needs and rights of its personnel. The second article of reference (b), adopted 28 November 1775, stated, "The Commanders of ships of the thirteen United Colonies, are to take care that divine services be performed" The Navy has always recognized this obligation to make possible the practice of religion and to ensure that citizens serving in the naval service are not deprived of opportunities for the free exercise of their religion.

5. Policy.

a. Policy and procedures for implementing religious ministries in the Navy are set forth in enclosures (1) through (3) under reference (a) and references (d) through (r).

b. In keeping with Department of the Navy policy and as specified in enclosure (1), commanders and commanding officers shall provide for the free exercise of religion for all members of the naval service, their dependents and other authorized persons.

c. Commands shall provide programs of ministry as specified in enclosure (2) in support of the free exercise of religion. Commands shall support and manage the command religious program as an integral and essential element of their administration, planning, programming and budgeting activities.

d. Navy chaplains, appointed to the Chaplain Corps after meeting the requirements under reference (c), shall perform duties specified by enclosure (3) in development and execution of the command religious program.

6. Responsibilities. Commanders and commanding officers shall provide for the free exercise of religion by implementing the policy



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and following the procedures set forth in this instruction and its enclosures.

7. Report and Form.

a. The Active Duty Chaplain's Report, located in paragraph 1g(4), of enclosure (3), has been assigned symbol OPNAV 1730-1 and is approved for three years from the date of this directive.

b. Form OPNAV 1730/3 (Rev. 6-83) is stocked in Chaplain Resource Board, 6500 Hampton Boulevard, Norfolk, Virginia 23508-1296.

C. A. H. TROST

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COMMAND RESPONSIBILITIES FOR RELIGIOUS MINISTRIES

1. Authority. Reference (a) states that, "The commanders of vessels and naval activities to which chaplains are attached shall cause divine services to be performed on Sunday, whenever the weather and other circumstances allow it to be done"

2. Command Responsibilities. Commanders and commanding officers shall:

a. "Use all proper means to foster high morale, and to develop and strengthen the moral and spiritual well-being of the personnel under his/her command, and ensure that chaplains are provided the necessary logistic support for carrying out the command's religious program" as cited in reference (b), article 0727.

b. Establish and maintain under existing directives a command religious program, including personnel, funding and logistics, as essential elements of the command's planning, programming and budgeting activities.

c. Comply with the stipulations of reference (b), article 0722 in the conduct of divine services.

(1) The Sabbath shall be observed on Sunday, except by members of the naval service whose religious convictions require them to observe some day other than Sunday as their day of worship. Those whose day of worship is other than Sunday are entitled to respect for their religious convictions and practices. Except by reason of necessity, personnel who celebrate the Sabbath on a day other than Sunday will be afforded the opportunity to observe the requirements of their religious principles. Where excused from duty on a day other than Sunday, the workweek of such individuals should not be less than that of any other individual and may include work on Sunday. Determination of necessity rests entirely with the commanding officer.

(2) Consistent with the exigencies of naval service, give favorable consideration to applications for leave or liberty from those who desire to observe significant holy days of their faith with their families.

d. Not restrict the free exercise of religion by personnel in the naval service unless there is a military requirement to do so. Such requirements may exist in directives from higher authority or as otherwise determined by the commanding officer.

e. Position the chaplain either as a department head directly under the executive officer or as a principal staff officer directly under the chief of staff per reference (d). In

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naval hospitals the chaplain shall be assigned as the director of pastoral care service, directly under the executive officer. In all instances, ensure that the chaplain, as the principal advisor on religious and moral matters, retains direct access to the commander or the commanding officer.

f. Comply with the provisions of reference (b), article 0845 which designates chaplains as non-combatants under the Geneva Convention of 12 August 1949.

g. Safeguard the privileged communications chaplains and Religious Program Specialists (RPs) may claim under reference (e).

h. Assign RPs to primary and collateral duties consistent with occupational standards under NAVPERS 18068D Series. Primary duties must be in support of chaplains.

i. Appoint lay readers as necessary to meet specific faith group needs under reference (f), article 5810150. RPs shall not be assigned as lay readers.

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DELIVERY OF RELIGIOUS MINISTRIES

1. General. Commands deliver religious ministries through the command religious program. This program consists of planning, programming and budgeting manpower, personnel and logistic resources.

2. Manpower.

a. Major manpower claimants shall plan, program and budget for Chaplain Corps and Religious Program Specialist (RP) manpower as an integral part of force structure to the level of service-wide standards established under Department of the Navy policy and procedures.

b. As program manager, the Chief of Chaplains/Director of Religious Ministries manages authorized chaplain (410X) and RP billets through the Deputy Chief of Naval Operations (Manpower, Personnel and Training) and cognizant major manpower claimants. Claimant staff chaplains advise and assist major manpower claimants in planning and programming chaplain and RP manpower and inform the Chief of Chaplains on all matters pertaining to their requirements.

3. Personnel.

a. The Chief of Chaplains/Director of Religious Ministries, through interaction with the Commander, Navy Recruiting Command and Commander, Naval Military Personnel Command, recommends personnel for appointment, accession, distribution and placement by the Chief of Naval Personnel in designated active duty or reserve chaplain billets or in other forms of official status in the Reserves or on the retired list.

b. Commands may use lay readers under reference (f) and/or civilian clergy under reference (g) whenever chaplains are not available to meet requirements for religious ministries.

4. Logistics.

a. Appropriated Funds.

(1) Commands shall provide appropriated funds for the support of religious ministries within the command.

(2) Command appropriated fund support of religious ministries includes, but is not limited to:

(a) Providing consumable supplies and services such as ecclesiastical vestments and paraments, liturgical accoutrements, sacramental wine and breads, oil, candles, grape juice, Seder supplies, rosaries, religious medals, religious

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literature including materials and supplies for religious education programs, printing authorized under section 1102 of title 44 of reference (h), transportation and military band support.

(b) Providing nonconsumable items such as equipment, furnishings and facilities essential to religious ministries.

(c) Contracting for services such as organists, choir directors, directors of religious education, child care providers during services/functions and resource persons to lead special programs in support of the command religious program.

(d) Funding the training of chaplains in short-term courses including Leadership Management Education Training (LMET), the Chief of Chaplains' sponsored Professional Development Training Courses and others to fulfill military and professional requirements.

(e) Funding the training of RPs in short-term courses including LMET, RP "C" School, and others to fulfill military and technical requirements.

(f) Issuing permissive temporary additional duty orders for chaplains to participate in meetings sponsored by faith group and professional organizations, up to 15 calendar days annually per reference (i). The meetings shall bear direct relationship to the chaplain's professional qualifications or primary military duties and clearly enhance the chaplain's value to the Navy.

b. Nonappropriated Funds-Religious Offerings Fund. Commands shall establish a nonappropriated fund called the Religious Offerings Fund (ROF) following references (j) and (k) when individuals and/or faith groups desire to contribute and disburse offerings as an expression of their worship and religious life. The ROF may consist of two types of offerings, designated and undesignated, given within the context of the command religious program. Designated offerings are donated for a specific command approved purpose. Undesignated offerings shall be used for projects of religious benevolence and never as an alternative to appropriated fund support of the command religious program. Commands shall administer ROFs in consonance with the policies of the program manager, the Chief of Naval Operations (OP-09G) and with the procedures of reference (l).

(1) ROF Disbursements. Commands shall be guided in the disbursement of ROF funds by the intention of the donors. All offerings shall be disbursed per reference (l).

(2) Dissolving a ROF. When a ROF or ROF subaccount is dissolved for any reason, the commander or commanding officer shall authorize liquidation following references (k) and (l).

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c. Fees. Commands shall not charge or receive fees or gratuities for the use of government facilities in the performance of any religious act, sacrament or rite. Chaplains and RPs shall not charge or receive fees or gratuities for any religious act, sacrament or rite from any persons entitled to receive such services by authorization of the Department of the Navy.

5. Chief of Chaplains Fund. The Chief of Chaplains following references (k) and (m), shall establish and manage a nonappropriated fund called the Chief of Chaplains Fund to:

a. Consist of contributions from ROFs, civilian and military organizations and individuals.

b. Serve as a successor nonappropriated fund for all liquidated ROFs or ROF subaccounts.

c. Allow the Chief of Chaplains to make benevolent contributions and extend Chaplain Corps expressions of concern, appreciation and outreach on behalf of the Navy.

THE CHAPLAIN CORPS

1. General.

a. Establishment. Congress established the Chaplain Corps as a staff corps of the Navy under the provisions of section 5142 of title 10 of reference (h) and (n).

b. Mission. The Chaplain Corps mission set forth in reference (a) provides "for the free exercise of religion for all members of the naval service, their dependents, and other authorized persons by providing ministries appropriate to their rights and needs and providing staff support to this end throughout the Department of the Navy."

c. Composition. The Chaplain Corps is comprised of professionally qualified clergy received from the nation's faith groups under reference (n).

d. Endorsement. Chaplains are professionally qualified clergy, certified and endorsed by their ecclesiastical endorsing agency under reference (c). Navy chaplains are responsible to maintain their endorsement as an essential element of their professional qualification. Loss of ecclesiastical endorsement requires administrative processing under the provisions of reference (o).

e. Responsibility. Chaplains are assigned or attached to a specific command primarily to provide and facilitate religious ministries within that command. Chaplains are responsible to the commander or commanding officer and to the appropriate supervisory chaplain at the next higher echelon in the command organization.

f. Manner of Addressing Chaplains. The manner of addressing chaplains in oral or written communication is set forth in reference (b), article 0810. Terms of oral address such as "Rabbi," "Father," "Pastor," etc., may also be used as an accommodation under appropriate circumstances.

g. Functions and Duties of Chaplains. Chaplains shall perform the functions and duties set forth in reference (a), enclosure (3). In addition they shall:

(1) Safeguard the privileged communication of persons concerned, consistent with reference (e).

(2) Provide supervision and training for assigned enlisted and civilian personnel.

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(3) Prepare and maintain directives and procedures pertinent to the command religious program including chapel usage instructions, turnover files, etc.

(4) Report quarterly a summary of activities to the major claimant staff chaplain using OPNAV form 1730/3.

h. Collateral Duties. Commanders and commanding officers shall assign collateral duties to chaplains only in consonance with reference (b), article 0845. They shall not assign chaplains collateral duties which involve:

(1) Violating the religious practices of the chaplain's faith group.

(2) Violating noncombatant status.

(3) Serving as director or treasurer of fund drives.

(4) Serving in any capacity relating to the solicitation, collection or disbursing of any monies, except as administrator or custodian of a ROF.

(5) Serving on a court-martial or rendering judgment in disciplinary cases, except as required by reference (b), article 0845.

(6) Standing watches other than that of duty chaplain.

2. Organization.

a. Chief of Chaplains/Director of Religious Ministries/Senior Chaplain of the Department of the Navy.

(1) Position. The Chief of Chaplains/Director of Religious Ministries/Senior Chaplain of the Department of the Navy, commonly called the "Chief of Chaplains," directs a major staff office under the Chief of Naval Operations with responsibility for implementing religious ministries throughout the naval service under section 5142 of title 10 of reference (h).

(2) Mission.

(a) As the Director of Religious Ministries, the Chief of Chaplains directs, administers and manages the Navy Chaplain Corps and implements religious ministries to meet the needs of personnel in the naval service and their dependents in their pursuit of the free exercise of religion as set forth in reference (p).

(b) As the Senior Chaplain of the Department of the Navy, the Chief of Chaplains, under reference (q), serves as an advisor to the Secretary of the Navy on religious, spiritual, moral and ethical implications of policies and action of the

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Department of the Navy. In these matters, the Chief of Chaplains shall provide such advice and counsel to the Secretary, the Civilian Executive Assistants and the Chief of Naval Operations on any issue they may direct. Additionally, the Chief of Chaplains shall volunteer such advice and counsel to these same officials upon any matter that should be brought to their attention.

(3) Functions. The Chief of Chaplains shall perform functions appropriate to the Navy per reference (a), enclosure (3).

(4) Office of the Chief of Chaplains. The office of the Chief of Chaplains consists of the Chief of Chaplains, the Deputy Chief of Chaplains, chaplains, enlisted and civilian personnel consistent with Navy policies governing manpower requirements and staffing required to fulfill the mission.

b. Major Claimant Staff Chaplains. Senior Chaplains assigned to the staffs of major manpower claimants shall be designated as major claimant staff chaplains. They shall be positioned organizationally per enclosure (1) and perform functions set forth in reference (a), enclosure (3). In addition, they shall inform the Chief of Chaplains of any matters which impact the quality of ministries within their claimancies.

c. Supervisory Chaplains.

(1) Senior chaplains assigned to the commander or commanding officer of a force, staff or command shall be designated supervisory chaplains. They shall be positioned organizationally per enclosure (1) and perform functions set forth in reference (a), enclosure (3).

(2) In addition to the above, supervisory chaplains shall establish and submit Planned Ministry Objectives (PMOs) for religious ministries throughout the command. PMOs are annual submittals which set forth objectives to the command religious program. They are prepared during the planning cycle of the Navy's Planning, Programming and Budgeting System. During the third quarter of each fiscal year, the supervisory chaplain shall forward the command's PMOs via the chain of command to the major claimant staff chaplain. PMOs shall be inclusive of all religious needs, take into account the best use of current resources and set forth objectives for the coming fiscal year. PMOs encompass but are not limited to these major command religious program needs:

(a) worship opportunities (Sabbath, daily, etc.) and participation;

(b) special and seasonal religious services (Yom Kippur, Passover, Holy Days of Obligation, Advent, Lent, etc.);

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- (c) sacraments/ordinances and other religious rites;
- (d) spiritual formation;
- (e) religious education classes (Sunday School, Confraternity of Christian Doctrine, adult religious education opportunities, sacramental preparation, bar/bat mitzvah preparation, vacation Bible school, etc.);
- (f) pastoral visitation (brig, work spaces, hospital, etc.);
- (g) pastoral counseling of individuals and groups;
- (h) other programs of religious ministry (retreats, youth programs, music, marriage enrichment, films, special programs, etc);
- (i) duty watches and availability plans.

(3) Chaplains assigned to commands with only one chaplain shall be positioned organizationally per enclosure (1). While not using the title "supervisory chaplain," they shall perform the functions set forth in reference (a), enclosure (3).

d. Coordinating Chaplains.

(1) General. Area coordination ensures a coordinated shore establishment to support the fleet, shore activities and personnel in the naval service per reference (r). Area coordinators and their designated regional coordinators shall initiate necessary action to ensure an effective, integrated and coordinated shore establishment.

(2) Area Coordinating Chaplain. The senior chaplain assigned to the staff of an area coordinator shall be designated the Area Coordinating Chaplain. Specific geographic boundaries of assigned areas are identified in reference (r), enclosure (1).

(a) Regional Area Coordinating Chaplain. The senior chaplain assigned to the staff of a regional area coordinator shall be designated the Regional Area Coordinating Chaplain. Functional coordination shall follow procedures in reference (r).

(b) Local Area Coordinating Chaplain. When necessary, a Regional Area Coordinating Chaplain shall delegate coordinator responsibilities within a local geographical area to a Local Area Coordinating Chaplain. Functional coordination follows procedures in reference (r).

(3) Responsibilities. Coordinating Chaplain responsibilities include:

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(a) Coordinating professional activities, ceremonies, training and duty chaplain watchbills among area chaplains.

(b) Coordinating professional activities, ceremonies and training among area Religious Program Specialists (RPs).

(c) Conducting an area RP applicant screening board following reference (f), article 2230180.

(d) Supporting area civic and religious ceremonies and activities.

